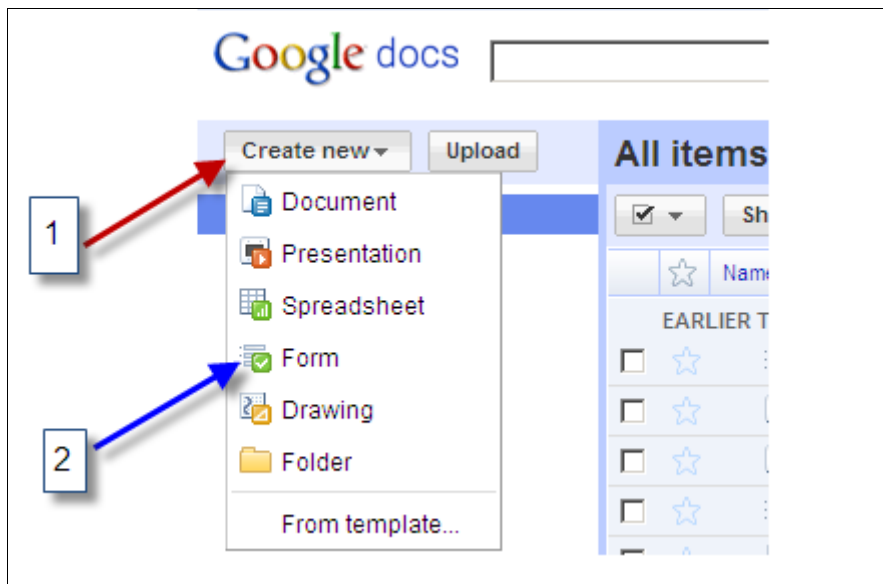
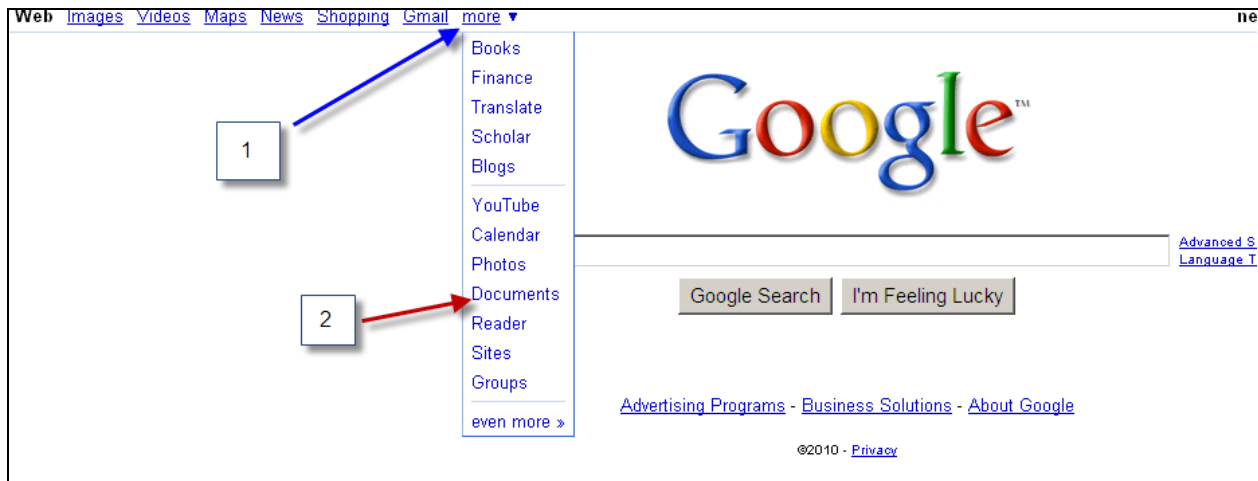


Create a Google Docs Form:

You need a Google (gmail) account first:



The screenshot shows the Google Forms editor interface. At the top, there's a blue header bar with buttons: '+ Add item', 'Theme: Plain', 'Email this form', 'See responses', 'More actions', and 'Save'. Below this is the form title 'Title of the Year' and a help text area. The main question editor is highlighted in yellow, containing fields for 'Question Title' (with 'Name' entered), 'Help Text', 'Question Type' (set to 'Text'), and a 'Their answer' placeholder. There's a 'Done' button and a checkbox for 'Make this a required question'. At the bottom, there's a 'Sample Question 2' section. A black footer bar contains a link to view the published form.

1. Save and save often
2. Title of form and help text
3. Edit, Copy, Delete Question.
 - a. Edit if you need to make changes
 - b. Copy for time saving if you want to change question, but leave choices
 - c. Delete = trash...
4. Question Title
5. Help text (extra explanation)
6. Question Type
7. Next question ... or...
8. Add item would go to the next question
9. Make required, or not?
10. Themes for your form (explore when complete to see what fits your purpose)

The dropdown menu shows the following options: Paragraph text, Text, Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, and Grid.

#6

Name *

The screenshot shows a Google Forms editor interface. At the top, there is a 'Name' field with an asterisk. Below it, the 'Question Title' field contains 'Capital of Canada' (callout 1). The 'Help Text' field contains 'Think about the North American Chapter' (callout 2). The 'Question Type' is set to 'Multiple choice' (callout 3). Below this, there are four radio button options: 'Toronto', 'Ottawa', 'Montreal', and 'Yellow Knife'. Each option has a small 'x' icon to its right. At the bottom, there is a checkbox labeled 'Go to page based on answer' and a link to 'add "Other"'.

1. Question title/help text
2. Question Type
 - a. Go to page based on answer, this is an indepth process for taking tests that get more difficult or skip based on correct or incorrect answers.
3. Multiple choices, for test or a survey style.

After your changes to your theme and you are ready to send your test/survey.

The screenshot shows a Google Forms editor interface. At the bottom, there is a black bar with white text that reads: 'You can view the published form here: <http://spreadsheets.google.com/viewform?formkey=dDVPVmZwS0IOV2RQaTZkQ2NCakjeWc6MQ>'.

Copy this URL and paste it into an email or on your website as a link to your survey

If you paste it and you don't see anything. Highlight the text and change the font color. Sometimes it will paste as white text on white paper.

Questions contact: richard.hecht@onslow.k12.nc.us or neil.hecht@gmail.com